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INAUGURATION

of

Theodore **R**oosevelt

as

President of the United States

March 4, 1905



MEMBERSHIP AND DUTIES
OF COMMITTEES IN CHARGE OF
INAUGURAL CEREMONIES

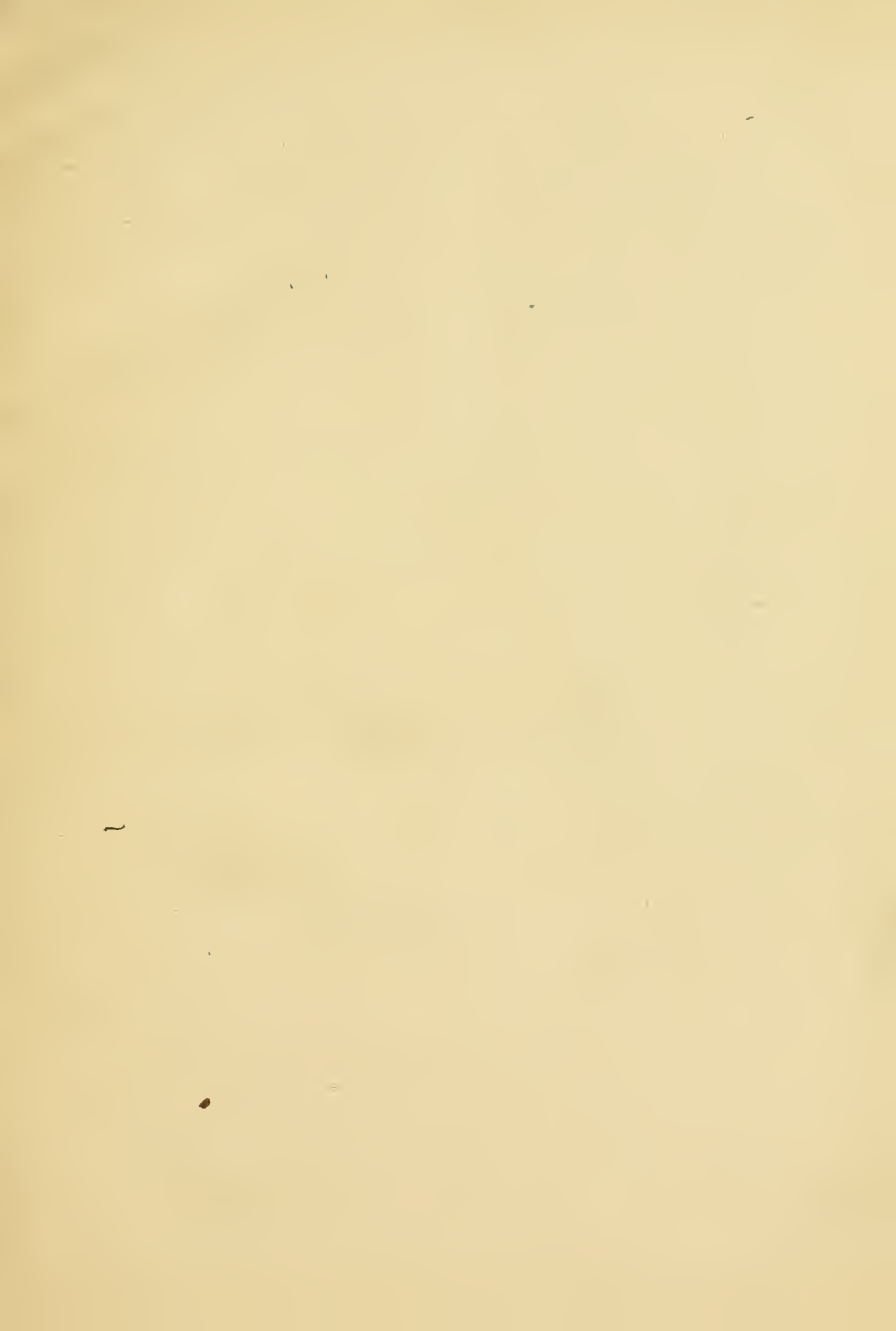


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1905 I



Inauguration
of
Theodore Roosevelt
as
President of the United States
March 4, 1905

MEMBERSHIP AND DUTIES
OF
COMMITTEES
IN CHARGE OF
INAUGURAL CEREMONIES

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Headquarters of the Inaugural Committee

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1905 I

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1905

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AUDITING COMMITTEE

EDWARD J. STEILWAGEN, Chairman

GEORGE E. FLEMING, Vice-Chairman

CHARLES S. HILLYER, Secretary

James J. Becker
D. E. Garges
W. Frank D. Herron

Charles E. Howe
Harry G. Meem

Rules Governing Committees

INAUGURAL COMMITTEE

The Inaugural Committee shall have supervising charge of all matters pertaining to the Inaugural ceremonies. It shall create such subcommittees as are necessary for the proper discharge of its work, and shall define their duties and control their actions. It shall have the sole right, through its Chairman, to authorize expenditures.

No expenditure of money shall be made, nor any indebtedness incurred, by any officer or subcommittee, without the express approval of the Chairman of the Inaugural Committee, and no indebtedness shall be recognized or paid except the amount thus expressly authorized.

Every contract shall be made in the name of the Inaugural Committee and shall be signed by its Chairman. In every instance a copy of the contract shall be retained by the Chairman for the files of the Committee.

A detailed account shall be kept of all moneys received, of all appropriations made by the authority of the Inaugural Committee, and of all disbursements, the record of disbursements to show in each instance the appropriation against which chargeable.

When the Inaugural Committee is not in session its Chairman shall exercise all its functions and authority, reporting his action at the next meeting. In the absence of the Chairman, the Vice-Chairman, and in his absence, the Second Vice-Chairman, shall perform the duties of the Chairman and exercise his authority.

The Secretary of the Inaugural Committee shall perform such duties as the Chairman shall from time to time direct.

The chairman of each subcommittee shall nominate a vice-chairman and a secretary, as well as the individual members of his committee, and shall submit his nominations to the Inaugural Committee for its approval.

It shall be the duty of the chairman of each subcommittee to certify to the correctness of accounts and contracts relating to his committee before submitting them for the approval or signature of the Chairman of the Inaugural Committee.

The subcommittees shall make full reports to the Inaugural

Committee once a week, or as much oftener as the Chairman of the Inaugural Committee may require.

Duplicate or press copies of the correspondence conducted by the various subcommittees shall be filed with the Inaugural Committee, except those specially authorized to be filed elsewhere.

COMMITTEE ON FINANCE

The Committee on Finance shall have charge of raising the funds necessary to defray the expenses of the Inaugural ceremonies and shall make suitable acknowledgment to all persons contributing. The funds collected shall be turned over in weekly instalments to the Treasurer of the Inaugural Committee.

The Committee on Finance shall have charge also of the sale of the Inaugural Ball and Concert tickets and shall submit to the Chairman of the Inaugural Committee a detailed written report of such sale, turning over the proceeds to the Treasurer.

The Chairman of the Auditing Committee and the Treasurer of the Inaugural Committee shall constitute a special committee on the night of the Inaugural Ball and also at the time of the Concerts to receive and verify the tickets collected, keeping an accurate account of the number sold and unsold, and shall submit a written report thereon to the Chairman of the Inaugural Committee.

COMMITTEE ON EXPENDITURES

The Committee on Expenditures shall pass upon the estimates submitted by the various other committees and, subject to the approval of the Chairman of the Inaugural Committee, shall allot to each committee the sum available for its use.

RECEPTION COMMITTEE

It will be the duty of the Reception Committee to extend proper courtesies to distinguished guests during their stay in Washington, and particularly during their presence at the various functions of the Inauguration, including the Inaugural Ball.

COMMITTEE ON LEGISLATION

The Committee on Legislation shall have charge of all measures affecting the Inauguration that require Congressional action, whether of national or municipal character, such as the appropriation of funds, permission to use Government property, authority to detail officers to cooperate with the Inaugural Committee, and such similar matters as are approved by the Inaugural Committee.

PRESS COMMITTEE

The Press Committee shall make suitable arrangements for the accommodation of members of the press, extending to them all necessary facilities.

COMMITTEE ON PRINTING

The Committee on Printing shall have charge of the preparation and printing of the official program for the Inauguration, shall advertise for and receive bids on the contract for printing the program, and shall submit to the Inaugural Committee a recommendation for the award of such contract.

COMMITTEE ON SOUVENIRS AND TICKETS

The Committee on Souvenirs and Tickets shall obtain designs for such engraved souvenirs and tickets as may be required, with estimates of their cost, and shall submit them to the Inaugural Committee. It shall procure in requisite quantities the souvenirs and tickets approved by the Inaugural Committee and shall deliver them to the Chairman of the Committee on Finance, taking his receipt therefor.

COMMITTEE ON MEDALS AND BADGES

The Committee on Medals and Badges shall cause designs for medals and badges, with estimates of their cost, to be submitted for the approval of the Inaugural Committee, and shall procure in the necessary quantities the medals and badges approved and deliver them to the officers of the Committee and the chairmen of the several subcommittees for distribution.

COMMITTEE ON TRANSPORTATION

The Committee on Transportation shall obtain as soon as practicable the lowest possible transportation rates to Washington from all portions of the United States at the time of the Inauguration, and shall announce such rates to the public as fast as received.

COMMITTEE ON PUBLIC COMFORT

The Committee on Public Comfort shall render all possible assistance to visitors desiring accommodations in Washington at the time of the Inauguration. It shall aid them in securing suitable quarters in hotels, public halls and private residences. It shall establish an office and obtain and keep on file there accurate information regarding accommodations and rates of charge at hotels and other lodging places, including private residences where guests can procure rooms. It shall ascertain as far as practicable the amount, character and prices of rations that can be supplied by responsible caterers for the subsistence of military and civic organizations in attendance at the Inauguration. It shall promptly furnish the Committee on Military Organizations and the Committee on Civic Organizations such information as may be desired regarding quarters for visiting organizations, and shall cooperate to the fullest possible extent with these committees in looking after the comfort of such organizations during their stay in Washington.

COMMITTEE ON PUBLIC ORDER

The Committee on Public Order shall cooperate with the Commissioners of the District of Columbia in securing the necessary means and publishing and enforcing the requisite regulations to clear the avenues and streets for the formation and movement of the Inaugural Parade, to clear the streets leading to the Inaugural Ball, and to maintain good order in general during the Inaugural ceremonies.

COMMITTEE ON MILITARY ORGANIZATIONS

The Committee on Military Organizations shall receive and have charge of all military organizations. It shall provide for them suitable quarters through the Committee on Public Comfort and shall keep a record showing the names, the numerical strength and the location in Washington of each command. It shall report to the Inaugural Committee once a week, or as much oftener as required, and shall be prepared at all times to make reports to the Chief Marshal of the Inaugural Parade.

COMMITTEE ON CIVIC ORGANIZATIONS

The Committee on Civic Organizations shall receive and have charge of all civic organizations. It shall provide for them suitable quarters through the Committee on Public Comfort, and shall keep a record showing their names, their numerical strength and their location in Washington. It shall report to the Inaugural Committee once a week, or as much oftener as required, and shall be prepared at all times to make reports to the Chief Marshal of the Inaugural Parade.

COMMITTEE ON REVIEWING STANDS

The Committee on Reviewing Stands shall be charged with the duty of erecting the Presidential reviewing stand, and such other stands as may be authorized, and shall have supervision over all reviewing stands while in use. It shall have control of all privileges to be granted in connection with the Inaugural Parade, and shall be responsible for the sale of such privileges, making weekly reports to the Inaugural Committee.

COMMITTEE ON STREET DECORATIONS

The Committee on Street Decorations shall prepare and submit for the approval of the Inaugural Committee plans and estimates for the decoration of such avenues and streets and such public and private buildings as may seem desirable, and shall be in charge of the plan of decoration adopted and responsible for its proper execution.

COMMITTEE ON HISTORIC SITES

The Committee on Historic Sites shall be charged with the duty of marking by appropriate signs or placards such points of historic significance in the City of Washington as are likely to be of interest to visitors at the time of the Inauguration.

COMMITTEE ON ILLUMINATION

The Committee on Illumination shall prepare and submit for the approval of the Inaugural Committee plans and estimates for the illumination of such avenues and streets and such public and private buildings as may seem desirable, and shall be in charge of the plan of illumination adopted and responsible for its execution. The Committee on Illumination shall cooperate, as far as practicable, with the Committee on Street Decorations.

COMMITTEE ON FIREWORKS

The Committee on Fireworks shall prepare and submit for the approval of the Inaugural Committee plans and estimates for a display of fireworks on the night of the fourth of March, and shall be in charge of the plan adopted and responsible for its proper execution.

COMMITTEE ON MUSIC

The Committee on Music shall be charged with the duty of hiring or otherwise procuring, subject to the approval of the Inaugural Committee, suitable music for the Inaugural Parade and the Inaugural Ball, and for such other purposes in connection with the Inauguration as may seem desirable.

COMMITTEE ON BALLROOM DECORATIONS

The Committee on Ballroom Decorations shall have charge of the decoration and illumination of the ballroom, of such adjoining rooms as may be required, and of approaches to the ballroom.

COMMITTEE ON COMFORT AT BALL

The Committee on Comfort at Ball shall have charge of the hat, cloak and retiring rooms, and of all arrangements in connection therewith, for the convenience of guests at the Inaugural Ball. It shall submit for the approval of the Inaugural Committee a general plan for such arrangements and an estimate of the expense to be incurred.

FLOOR COMMITTEE

The Floor Committee shall have general charge of the Inaugural Ball and of its floor management.

SUPPER COMMITTEE

The Supper Committee shall have charge of the arrangements for the supper at the Inaugural Ball, shall obtain estimates for the necessary catering, and shall make a recommendation to the Inaugural Committee for the award of the contract for such catering.

COMMITTEE ON CARRIAGES

The Committee on Carriages shall make arrangements with the owners of public conveyances for the best possible carriage service that can be furnished at reasonable rates to visitors in Washington at the time of the Inauguration and shall see in particular that a proper carriage service is provided, without excessive charges, to and from the Inaugural Ball. It shall plan and have constructed suitable carriage approaches to the entrances of the building in which the Ball is held.

AUDITING COMMITTEE

It shall be the duty of the Auditing Committee, which shall consist of three members, to examine all bills authenticated by the certificate of the Chairman of the subcommittee concerned, and to certify as to their correctness, provided the expenditures are found to have been made under proper authority. On the night of the Inaugural Ball, and also at the time of the Concerts, the Chairman of the Auditing Committee, with the Treasurer of the Inaugural Committee, shall receive and verify all tickets collected, keeping an accurate account of the number sold and unsold, and shall submit to the Chairman of the Inaugural Committee a written report of the sales and the receipts therefrom.

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